

## **FBI Friction Ridge Discipline Investigative Lead, Intelligence, or Information Products**

### **1 Scope**

These procedures apply to Friction Ridge Discipline personnel who use the alternate methods of communicating results described in this document. These procedures will be used in lieu of relevant sections of the FBI Laboratory Quality Assurance Manual and the FBI Laboratory Operations Manual and supplement the FBI Laboratory Operations Manual, Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products. Unless otherwise noted, requirements from other Level 1 and FBI Laboratory Friction Ridge Discipline Level 2 documents will apply.

### **2 Alternate Methods**

Acknowledgement notices are not required for evidence receipt.

All work performed by personnel will be acknowledged in the case record.

Examiners must follow the FBI Friction Ridge Discipline Quality Assurance Manual, Procedures for Verification and Blind Verification, with the exception of exclusion and inconclusive decisions for Unsolved Latent Match cascade examinations.

Legacy (pre-Forensic Advantage) cases may have a Forensic Advantage Laboratory number assigned for statistic-tracking purposes only. The resulting alternate reporting method will be released under the original legacy Laboratory number. The Forensic Advantage Laboratory number must be recorded in the legacy case record, and the legacy Laboratory number must be recorded in the Forensic Advantage case to show the connection.

#### **2.1 Notifications**

Notifications are primarily used for Terrorist Explosive Device Analytical Center identifications and, depending on unit and product, tracked via incident number and/or FBI Laboratory number or an internal tracking number (e.g., identification in a case released under a FBI Laboratory number and incident number). Notifications will contain the unit name, Terrorist Explosive Device Analytical Center or Laboratory seal, indication of a notification, and administrative case information at the beginning of the first page, in addition to information specific to the results to be reported, such as conclusion and item(s) associated. The notification will have all requirements listed in the FBI Laboratory Operations Manual, Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products. A reference to the Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline and Methods, Limitations, and Interpretations information will be required if the notification will not be followed up by a summary sheet, record email or *Laboratory Report*

Technical and administrative reviews are required for each notification and are recorded on a retained printout of the notification, in Forensic Advantage, or by approval in Sentinel. Technical and administrative reviews done by different individuals and approved in Sentinel require a notation included in the case record noting the role of each reviewer. The notification is issued to the contributor, uploaded to Sentinel, and retained in the case file. Records of communication with the contributor are retained in the appropriate Communication Log.

## **2.2 Summary Sheet(s)**

A summary sheet is a method used to communicate examination results to a customer in a simplified manner. Summary sheets can provide examination results to a wide pool of potential customers or to a specific customer. Summary sheets can address part of an incident, all of an incident, or a series of incidents based on the request or type of examination. Depending on unit and product, summary sheets are tracked via incident number and/or FBI Laboratory number or an internal tracking number (e.g., search results issued via summary sheet with FBI Laboratory Number.)

Format and content of a summary sheet is directed by the customer's needs. The summary sheet will have all requirements listed in the FBI Laboratory Operations Manual, Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products, as well as the location of supporting records, Methods, Limitations, and Interpretations information and reference to the Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline. Additionally, all summary sheets will have the unit name, Terrorist Explosive Device Analytical Center or Laboratory seal, indication it is a summary, and unique administrative case information at the beginning of the first page.

Summary sheets will be retained in Sentinel. The preparation and uploading of a summary sheet is an administrative function and may be done by personnel who did not conduct examinations. All summary sheets and applicable supporting records will undergo a technical and administrative review prior to release.

The technical/administrative reviewer(s) acknowledges their review in Forensic Advantage or by acting as an approver in Sentinel. Technical and administrative reviews done by different individuals and approved in Sentinel require a notation included in the case record noting the role of each reviewer. For Terrorist Explosive Device Analytical Center cases, the most recent version of the summary sheet(s) will be retained in Explosives Reference Tool, and it will be clear that the data has been updated, as appropriate.

### **2.2.1 Amending or Supplementing Previously Issued Reports**

Historically, the results of some Terrorist Explosive Device Analytical Center cases reported in a *Laboratory Report* under the Terrorist Explosive Device Analytical Center Control File were issued prior to the completion of examinations (e.g., processing had not been completed). A Follow Up *Laboratory Report* containing any additional results will not be produced unless requested, and no new Laboratory number will be generated for the additional examinations.

Instead, a new summary sheet communicating any change in results will be uploaded to Sentinel and may be uploaded to Explosives Reference Tool as appropriate. A statement will be included to note that the results have been updated.

## **2.3 Record Emails**

A record email is typically used when a non-traditional or a minimal request is made (e.g., below threshold unsolved latent matches, single latent to single finger comparisons).

Depending on unit and product, the request will be tracked via an incident number, FBI Laboratory number, or an internal tracking number (e.g., automated search result issued under FBI Laboratory number). All case records associated with the request will be retained and easily retrievable (e.g., a notation will be placed in the case notes to indicate the location of updated records.) Metrics will be tracked as appropriate by the individual unit.

### **2.3.1 Record Email Format, Content, Review and Issuance**

All requested results will be recorded in the body of the record email.

All record emails will have all requirements listed in the FBI Laboratory Operations Manual, Practices for Providing Investigative Lead, Intelligence, or Information (i3) Products as well as a reference to the Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline and Methods, Limitations, and Interpretations information.

All record emails and applicable supporting records will undergo a technical and administrative review prior to release. Upon completion of the technical and administrative review, the record email will be serialized in Sentinel. The reviews will be approved in Forensic Advantage or through approval of the record email during serialization in Sentinel. Technical and administrative reviews done by different individuals and approved in Sentinel require a notation included in the case record noting the role of each reviewer. In cases with multiple examiners, examiners who do not issue the record email will act as co-authors in Sentinel.

## **3 Records**

The following records may be generated and/or retained as a result of these procedures:

- Summary sheet(s)
- Notifications
- Email(s)
- Supporting Records

Requests addressed by alternate reporting methods are not required to generate or retain a Case Record Report.

## 4 References

The Department of Justice Uniform Language for Testimony and Reports for the Forensic Latent Print Discipline, Department of Justice. Latest revision.

FBI Laboratory Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division. Latest revision.

FBI Laboratory Operations Manual, Federal Bureau of Investigation, Laboratory Division. Latest revision.

FBI Friction Ridge Discipline Quality Assurance Manual, Federal Bureau of Investigation, Laboratory Division. Latest revision.

Rev. #	Issue Date	History
2	04/17/20	Latent Print Units changed to Friction Ridge Discipline throughout document as well as other appropriate changes with similar terms. Minor wording, grammar, and punctuation changes in document. Section 1, streamlined document names, replaced “simplified” with better explanation, and removed TEDAC report format. Added fourth paragraph and removed notification limitations in Section 3. Added Sentinel options and updated requirements in Section 3.1. Updated requirements in Section 3.2. Modified allowances in Section 3.2.1. Modified usage and added different tracking numbers as well as generalized record retention in Section 3.3. Updated requirements in Section 3.3.1. Section 4 modified for clarity.
3	04/01/21	Minor wording, grammar and punctuation changes throughout document. Removed Section 1 and renumbered. Modified Section 1 to incorporate new Laboratory document. Section 2, removed technical and administrative review and acceptable formats in addition to old third paragraph and added second paragraph. Section 2.1, aligned format with Laboratory document, added tracking, and Sentinel requirement. Section 2.2, aligned with Laboratory document, moved first sentence of third paragraph to Section 1 and added tracking. Section 2.2.1, added Follow up Report and clarified how updated results are communicated. Section 2.3, added incident number and tracking. Section 2.3.1, aligned format with Laboratory document and added review requirement and last sentence of last paragraph removed. Section 3, consolidated.

**Approval**

Redacted - Signatures on File

Friction Ridge Discipline  
Technical Leader

Date: 03/31/2021

Acting Latent Print Operations  
Unit Chief

Date: 03/31/2021

Latent Print Support Unit Chief

Date: 03/31/2021

Scientific and Biometrics  
Analysis Unit Chief

Date: 03/31/2021

**QA Approval**

Quality Manager

Date: 03/31/2021